

## UCR Help – Editing a Domestic Violence Form

Completion of the Domestic Violence Report form is required if you selected “Activity” for the Domestic Violence form when creating the corresponding Return-A. (The selection table is located at the bottom of the Return-A form.) If “No Activity” was selected when creating the Return-A, the domestic violence form is not required and will be so indicated in the table at the bottom of the Return-A form.

The following steps should be followed to edit a Domestic Violence form:

1. At the UCR Welcome Screen, click **“Enter UCR”**. Before an individual can access the UCR website or create a new report, the agency and the agency’s designated users must be registered with the MSHP UCR Program Office. After registering, they must be approved by the MSHP UCR Program staff. Once approved, the agency’s authorized users can submit monthly UCR data to the central repository through the website. For more information on this subject see Registration.
2. Enter User Name and Password. To enter the UCR website, an individual will need to enter the User Name and Password assigned to them by the MSHP UCR Program staff. Type the letters just as they were assigned to you, as the user name and password are **case sensitive**. If your User Name was registered as “BILL” and you type “Bill” the system will not accept your user name. You must type it exactly as registered.

*Note: The User Name and Password are assigned to authorized users at the agency by the MSHP UCR Program staff. The user name and password used for accessing the UCR website may be different than those used to access the computer or network at the agency.*

After successfully entering your user name and password, you will be taken to the UCR Homepage (shown below.)

	Form	Agency ORI	Agency Name	Completion	Approval
✗	11/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending
SuppA created 11/14/2001 01:49:17 PM by ron beck Over18 created 12/26/2001 09:56:21 AM by Bill Ault					
✗	10/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending
Under18 created 11/28/2001 07:41:32 AM by John Doyle SHR created 11/28/2001 08:24:57 AM by John Doyle					
✓	09/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Complete	Pending
✓	04/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP	Complete	Pending

3. A list of available Return-A forms will be displayed in the **Reports by Date** window on the UCR homepage. Locate and double click on the Domestic Violence Report that requires modification.

**Reports By Date**

	Form	Agency ORI	Agency Name	Completion	Approval
✓ 09/2001	ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Complete	Pending
✗ 08/2001	ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending
SHR created 12/31/2001 09:53:52 AM by Julie Hand					
Arson created 12/31/2001 10:26:53 AM by Julie Hand					
DomViolence created 12/31/2001 10:53:25 AM by Julie Hand					
✓ 04/2001	ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP	Complete	Pending

4. Click the **“Edit”** button, located in the upper left corner of the Domestic Violence Form.

**UNIFORM CRIME REPORTING**

SUPPLEMENTAL REPORT - DOMESTIC VIOLENCE INCIDENTS

5. Make the necessary changes to the domestic violence information.
  - Enter your statistics into the corresponding fields of the form. If statistics for rows 1 through 7 are not known, at a minimum enter the total number of domestic violence-related disputes.

**NOTE: All fields must contain a number before you can save the form.**

1	Total number of incidents between persons who are spouses:	<input type="text" value="1"/>
2	Total number of incidents between persons who are former spouses:	<input type="text" value="0"/>
3	Total number of incidents between persons who have a child in common regardless of whether or not they have been married or have resided together in the past:	<input type="text" value="1"/>
4	Total number of incidents between persons (of any age) related by blood:	<input type="text" value="0"/>
5	Total number of incidents between persons (of any age) related by marriage, excluding spouses:	<input type="text" value="0"/>
6	Total number of incidents between persons, not married, but presently residing together:	<input type="text" value="1"/>
7	Total number of incidents between persons, not married, but who have resided together in the past:	<input type="text" value="1"/>
	<b>Total number of domestic violence-related disputes:</b>	<input type="text" value="4"/>

Note: Arrests for domestic violence are recorded on the Age, Sex, and Race of Persons Arrested Forms in one of three places: Block 20 "Offenses Against Family and Children", Block 26 "Other Offenses", or Block 4(a-e) "Assaults". If assaults took place, they would also be recorded in the appropriate block on the Return-A. Incidents and arrests for domestic violence-related homicides and suicides would also be recorded on the Return-A and Supplemental Homicide Report.

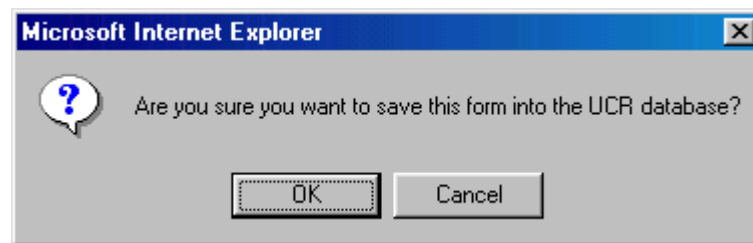
6. When you have completed entry of the supplemental data, click the **“Zero-fill Remaining Fields”** button, located at the bottom of the page. Before a report can be submitted to the UCR Program Office all the fields must contain a value. To ensure all fields have a value, a user should click the **“Zero-fill Remaining Fields”** button. This automatically puts a zero in all empty fields.

Zero-fill Remaining Fields

SUBMIT

SUBMIT  
& REVIEW

7. After completing all modifications, click the **“Submit”** or **“Submit & Review”** button to submit the form. The **“Submit”** button returns you to the UCR Homepage. The **“Submit & Review”** button returns you to the Domestic Violence form, allowing you to view the changes.
8. You will be prompted with the message **“Are you sure you want to save this form to the UCR database?”** Click **“OK”** to complete the submission, or click **“Cancel”** to return to the form and make additional modifications.



9. If you chose the **“Submit”** button and the form was submitted without error, the message **“Your Document has been saved!”** will appear and you can continue to the next form by clicking **“Click Here”** and selecting the next form from the table at the bottom of the Return – A Form. If you see a message indicating the form was not successfully saved, note the reason given and click the **“Click here to return to your Domestic Violence Form”** link. Make the necessary changes to your form and resubmit.

If you chose **“Submit & Review”** and the form was submitted without error, you will be returned to the Domestic Violence form where you can review submitted modifications and make any further changes that may be necessary.